



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ATHLETIC AND RECREATION SPECIALIST II	34	B	10.617
ATHLETIC AND RECREATION SPECIALIST I	32	B	10.616

SERIES CONCEPT

Athletic and Recreation Specialists plan, organize, and supervise athletic and recreational activities for inmates incarcerated in a correctional facility in order to allow inmates to make appropriate use of leisure time, develop/maintain physical fitness, and relieve emotional stresses.

Evaluate existing athletic and recreational activities and develop or revise programs based on the cultural diversity and the physical/emotional limitations of the inmate population, and the equipment and athletic facilities available; assess the physical and emotional benefits of various activities; and survey inmate interests.

Provide a broad range of athletic and recreational programs for inmates including sports, weight-training, hobby/crafts, social groups, academic and self-help education, and/or other activities; recruit and schedule inmates; prepare rosters; provide instruction and explain rules; obtain and set up equipment; provide programs at various security levels including developing special programs for individual inmates; observe established safety and security measures in order to maintain control and set limits appropriate to the facility and inmate population.

Participate in activities including officiating at events; observe the skills or limitations of participants; serve as a role model at all times; provide guidance and counseling by listening, observing and assessing moods, energy, and behaviors; initiate discussions in order to defuse potentially volatile situations.

Develop and maintain individual or team recognition awards and incentives by posting statistics and providing motivators; and encourage fairness, good sportsmanship, and active participation in activities.

Select, supervise and train inmate assistants; assess individual skills and interests; provide instruction on equipment usage, set-up, maintenance, rules, and proper techniques; evaluate the performance of assistants including work, attendance, effectiveness and attitude; calculate payroll information by maintaining time sheets and submitting payroll forms; and maintain records of assistants' accounts by recording deposits and calculating balances.

Prepare records and reports including records for individual inmates for verification of program completion; maintain records of functions in order to prepare progress reports on activities, participation, problems, future needs and plans, and to formulate individual progress assessments; and participate in the development of program budgets and tracking of expenditures.

Ensure athletic and recreation equipment is secured and properly stored according to established policies and procedures; maintain records of equipment on hand; maintain indoor and outdoor facilities and equipment, ensuring regular maintenance and repairs are performed; request the purchase or replacement of equipment in order to develop and enhance athletic and recreation opportunities for inmates; administer the physical fitness examination required of prospective employees of Department of Corrections and maintain the course as required.

Work with custody staff to provide for appropriate security and supervision of inmates participating in athletic and recreation activities.

Perform related duties as assigned.

CLASS CONCEPTS

Athletic and Recreation Specialist II: Under general supervision, incumbents perform the full range of duties outlined in the series concept and serve as first-line supervisor, providing direction, development and evaluation to subordinate professional staff.

Athletic and Recreation Specialist I: Under general supervision of a warden or higher level Athletic and Recreation Specialist, incumbents perform the full range of duties outlined in the series concept. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Some positions require a current driver's license.
- * Probationary employees working for the Department of Corrections must successfully complete 40 hours of "pre-service" training provided by the department.
- * Education above the Associate's degree level may be substituted for the experience requirement on a year-for-year basis.

ATHLETIC AND RECREATION SPECIALIST II

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in physical education, recreation or closely related field and three years of experience working with adults in physical education and/or recreational programs, one year of which included providing or assisting with athletic and recreational programs in a correctional setting; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: department policies and procedures related to custody of inmates and athletic and recreational programming. **Ability to:** maintain control of a group; recognize and implement appropriate safety and security rules and procedures; determine when custody staff intervention is necessary; provide fair, firm, and consistent direction to inmates involved in sports and other programs; elicit interest and cooperation of inmates in activities; maintain, repair, control, and inventory equipment; train assigned workers in recreational procedures and equipment care; promote good sportsmanship and develop leadership qualities in others; recognize individual progress or problems including individual needs, strengths, and weaknesses; recognize gang behavior; establish and maintain a positive environment for athletic and recreation activities; justify need for programming equipment and materials; communicate effectively with personnel in other divisions such as custody, classification, medical and programs; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: supervisory techniques and practices; application of work performance standards and evaluation of subordinate staff. **Ability to:** plan, organize and direct the work of subordinate staff; deal effectively with personnel and staffing issues.

ATHLETIC AND RECREATION SPECIALIST I

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in physical education and two years of experience working with adults in physical education and/or recreational programs; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

MINIMUM REQUIREMENTS (cont'd)

ATHLETIC AND RECREATION SPECIALIST I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: a variety of athletic and recreational activities; equipment required for sports and recreational activities; athletic equipment care and maintenance; sports rules and techniques including methods used for improving performance and officiating athletic events; training regimens. **General knowledge of:** physiological and psychological benefits of recreation and physical activity; human anatomy and muscle functions; nutrition as related to physical fitness; cultural diversity and composition of common gangs within a variety of ethnic groups; basic math, reading and writing. **Ability to:** organize, plan and direct a comprehensive athletic and recreational program in a correctional facility; evaluate athletic and recreational activities and determine program needs; determine equipment necessary for activities; effectively communicate and instruct others in rules and strategies of physical education and recreation activities; defuse potentially volatile situations; schedule activities, leagues, and tournaments; assign and review the work of inmate assistants; objectively officiate events; coach and motivate individuals in sports and recreation programs; actively participate in a variety of sports and recreational activities including performing physically demanding work such as setting up sports equipment and field dimensions, carrying weights, officiating, and demonstrating proper techniques; effectively prepare written reports and records; perform addition, subtraction, multiplication and division calculations required to prepare inmate payroll records.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

These are identical to the Entry Level Knowledge, Skills and Abilities required for Athletic and Recreation Specialist II.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.617</u>	<u>10.616</u>
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